



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 25, 1977	1. Agency Address Georgia Department of Human Resources Assistant Commissioner for Aging and Special Councils - Office of Aging 618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30306	Application Number 77-168	
Application Number DHR-148		Date Received MAY 25 1977	Date Completed JUL - 6 1977
2. Person to Contact Miss Susan Daugherty		Working Title Coordinator	
		Telephone Number 894-5333	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1965		5. Records Series Title (followed by title used in office, if different) to present OFFICE OF AGING TITLES III and VII PROGRAM FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  Assistant Commissioner for Aging and Special Councils supervises the Office of Aging, Council on Maternal and Infant Health, Council on Family Planning, Council on Developmental Disabilities, Appalachian Health and Child Development Office, and State Office of Economic Opportunity.  Office of Aging has the responsibility to work toward the prevention of premature institutionalization of older Georgians and allow older individuals to maintain independence in their own homes to the maximum extent possible; to improve the quality of life of older Georgians through the development of a comprehensive, coordinated service delivery system; to make available to older Georgians (particularly those who are socially isolated and who have low incomes) nutritionally sound meals in strategically located centers where they can also receive social services such as outreach, information and referral, counseling, transportation, nutrition education and social activities.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: administering the program, State-wide, to improve the quality of life for older people.  Included are: for Titles III and VII as appropriate -- Plan (application form and summary budget for area plan, standard provisions and assurances, organization and staffing of the area agency, characteristics of the planning and service area, and program objective); Notification of Grant Award (approval of the application); reports; and technical assistance (from various sources when pertinent).  File is arranged: by Title; thereunder, alphabetically by area; thereunder, alphabetically by subject matter.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>monthly</u> ; twenty-five months <u>twice</u> older <u>rarely</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>9</u> ; Legal-size drawers <u>      </u> ; Shelves <u>      </u> ; Other (specify) <u>      </u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	3 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then

☒ Transfer to local holding area; hold 1 year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

The State Archivist has seen these records and requests that they be scheduled for the State Archives.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Mary Kay Jernigan</i>	5/18/77	<i>Elizabeth Cean</i>	5/12/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	7-5-77
		Secretary of State/Designee <i>Canell Hart</i>	7-1-77
		Attorney General/Designee <i>[Signature]</i>	7-5-77